

***Bylaws of the Louisiana Judicial College Board of Governors***

Adopted September 20, 2011

**ARTICLE I  
NAME AND RESPONSIBILITY**

The Board shall be known as the Louisiana Judicial College Board of Governors, hereinafter referred to as the Board. The Board shall be responsible for the presentation and planning of education programs (in consultation with and in conjunction to) the Louisiana Judicial College staff for Louisiana appellate, district, juvenile, family, city, and parish judges.

**ARTICLE II  
THE BOARD**

Section 1. The affairs of this Judicial College shall be managed by its Board, subject to the authority of the Louisiana Supreme Court over all matters. The Board shall consist of nineteen (19) voting members and certain ex-officio members constituted as follows:

(a) Two (2) Associate Justices of the Supreme Court of Louisiana appointed by the Supreme Court of Louisiana, one of whom shall serve as Chair and one of whom shall serve as Vice-Chair. The two (2) appointees of the Supreme Court shall serve at the pleasure of the Supreme Court of Louisiana.

(b) Nine (9) members appointed by the Supreme Court of Louisiana in a manner determined by the Court.

(c) Two (2) members who shall be members of the Conference of Court of Appeal Judges and appointed in a manner determined by that Conference.

(d) Two (2) members who shall be members of the Louisiana District Judges Association and appointed in a manner determined by that Association.

(e) Two (2) members who shall be members of the Louisiana Council of Family and Juvenile Judges and appointed in a manner determined by the Council.

(f) Two (2) members who shall be members of the Louisiana City Judges Association and appointed in a manner determined by that Association.

(g) The members of the Board appointed in accordance with Sections 1(b) through (f) shall serve no more than two (2) three-year consecutive terms except as provided in Article VI. In addition, a vacancy is created if a member appointed under this Section is no longer a judge, except in the case of the member's retirement from the judiciary.

(h) To the extent possible, the appointments to the Board shall reflect the geographic, racial, and ethnic diversity of Louisiana.

(i) The Board shall have the following ex-officio, non-voting members: (i) the Executive Counsel to the Governor; (ii) One member of the Senate appointed by the President of the Senate; (iii) One member of the House of Representatives appointed by the Speaker of the House; and (iv) the president of the Louisiana State Bar Association. Each ex-officio member shall serve at the pleasure of the appointing authority. In addition, the presidents of each of the judicial associations listed in Section 1 of this Article may serve as ex-officio, non-voting members for the length of their terms. *Legu*

(j) There shall be an advisory board of the Judicial College which shall comprise all past presidents of the College and they shall be invited to attend certain meetings of the Board.

Section 2. The Board shall meet no less than four (4) times a year, ideally in conjunction with the Annual Fall Judges Conference, the Annual Torts Conference, the Annual Spring Judges Conference, and the Summer School for Judges unless unable to meet due to an emergency declared by the Chair. The Board may meet at other times as it deems necessary. The President and Secretary shall prepare a report within thirty days of each meeting to be delivered to the Supreme Court of Louisiana on the actions, recommendations, and requests of the Board.

Section 3. Other than in the case of an emergency, notice of meetings of the Board shall be given to each member not less than fifteen (15) days prior to the meeting and shall contain the purpose, place, date and time of the meeting.

Section 4. Ten board members appointed in accordance with Section 1 of this Article shall constitute a quorum and a majority vote of this quorum shall be necessary to transact the business of this Board and to take final action.

### **ARTICLE III**

#### **THE OFFICERS, METHOD OF ELECTIONS & THEIR DUTIES**

Section 1. The Chair shall serve as the Supreme Court of Louisiana's representative on the Board, shall represent the Court in its relationship with the Judicial College, and shall preside over all meetings of the Board. The Supreme Court of Louisiana shall have full oversight and authority over all matters. The Vice-Chair shall serve in the absence of the Chair and at the direction of the Chair.

Section 2. The Board, by majority vote at its meeting during the Annual Fall Judges Conference, shall elect officers in a manner provided in Section 3 of this Article. The officers shall be as follows: (a) President, (b) Vice-President, (c) Secretary, (d) Treasurer, (e) Immediate Past President. Officers shall be elected sixty days following adoption of these bylaws and shall serve until December 31, 2012. In each year thereafter, officers shall serve for a term of one year beginning January 1<sup>st</sup>.

Section 3. Officers shall be elected from the voting members of the Board and shall constitute, along with the Chair and Vice-Chair, the Executive Committee. In the first year, all officers shall be elected by a majority vote of the Board. In each subsequent year, officers shall rotate in accordance with the following schedule:

- (a) The office of the immediate past president shall become vacant and thereafter filled by the president.
- (b) The office of the president shall be filled by the vice-president.
- (c) The office of the vice-president shall be filled by the secretary.
- (d) The office of the secretary shall be filled by treasurer.
- (e) The office of the treasurer shall be vacant. An election shall be held at the meeting of the Board at the Annual Fall Judges Conference. The Board, by a majority vote of those present, shall elect a new treasurer who shall then follow the rotation schedule in this Section.

Section 4. The duties of the officers shall be:

(a) President – to serve, in the absence or direction of the Chair or Vice-chair, as the presiding officer of all meetings; to represent the Board in its responsibilities and relationships with other persons, organizations or units of government; to make such appointments of committees, delegates, and representatives as the Board shall approve, and to plan, initiate, direct and implement the activities of the Board; shall assist the Chair and Vice-Chair in their duties and responsibilities; and serve as ex-officio member of all committees created by the Board.

(b) First Vice President - to discharge the duties of the President in his or her absence or disability.

(c) Secretary - to record and distribute the minutes of all meetings of the Board and Executive Committee and such other administrative duties as shall be directed by the President; and to notify all appointing authorities of their respective appointments, when necessary.

(d) Treasurer - to oversee the financial records of, and render appropriate reports to, the Board.

(e) Immediate Past President - to serve in an advisory capacity to the Chair, President, and to the Executive Committee.

Section 5. A member elected as an officer shall serve, in addition to his elected office, as a member of the Board in the capacity of his original appointment. An officer shall continue to serve in his respective office even after the termination of his or her term of appointment.

Section 6. In the case of the creation of a vacancy in any of the offices, the rotation schedule will commence as provided by Section 4 of this Article. The officers will serve the remainder of abbreviated term created as a result of the vacancy as well as a new term commencing at the Annual Fall Conference. In case of two or more vacancies of any of the offices, the Board shall elect, by majority vote, as many replacement officers as necessary to complete the officer slate. Those elected officers shall serve in the order provided in Section 3 of this Article.

#### **ARTICLE IV COMMITTEES**

Section 1. Committees of the Board shall be established by the President or the Board as necessary to meet the needs of the Board.

Section 2. The committee chair and members of the Committees shall be designated by the President and serve at his or her pleasure.

#### **ARTICLE V STAFF**

The Judicial College may be staffed by an executive director, judicial educator, or other staff appointed by the Supreme Court of Louisiana. The Executive Committee may make recommendations to the Court regarding such appointments.

#### **ARTICLE VI TRANSITION**

Section 1. The initial appointments made by the Supreme Court as provided for in Article II shall take place as follows:

- (a) Three Supreme Court appointments shall serve from their appointment until December 31, 2012.
- (b) Three Supreme Court appointments shall serve from their appointment until December 31, 2013.
- (c) Three Supreme Court appointments shall serve from their appointment until December 31, 2014.

Section 2. The initial appointments made by the judicial associations as provided for in Article II shall take place as follows:

- (a) One appointment from each judicial association shall serve from their appointment until December 31, 2013.
- (b) One appointment from each judicial association shall serve from their appointment until December 31, 2014.

Section 3. All terms after the initial appointments shall commence on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

Section 4. Previous Service on the Board of Governors: Board members who served for three or more years on the Board as constituted the day before these bylaws were adopted shall, if appointed in accordance with these by-laws, serve only one term.

## **ARTICLE VII LOCATION**

The Supreme Court of Louisiana shall designate the location of the Judicial College.